



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

May 6, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**EXECUTING AMENDMENTS TO STRATEGIC PLANNING AND
RELATED SERVICES MASTER AGREEMENTS
(ALL DISTRICTS AFFECTED) (3 VOTES)**

SUBJECT

The Chief Executive Officer (CEO) administers the Master Agreement for Strategic Planning and Related Services, which allows County departments to access these consulting services from firms on the list which have met Board-approved minimum requirements. Routine changes require periodic amendments to these agreements (e.g., name or location changes). We are seeking authority from your Board to effect these amendments as long as they are consistent with the original intent of the Master Agreement and conform to any mandatory or otherwise Board-ordered contract provisions.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Chief Executive Officer (CEO) to effect amendments to Master Agreements with consultants on the Master Agreement for Strategic Planning and Related Services as long as the amendments do not exceed the maximum term for the Master Agreements, are consistent with the original Board-approved intent of the Master Agreement, and are in conformance with any mandatory or otherwise Board-ordered contract provisions.
2. Confirm the CEO's ongoing delegated authority to sign Master Agreements with additional firms that meet all minimum requirements and qualifications as outlined on the initial Request for Proposals for as long as the Master Agreement term has not expired.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the Master Agreement for Strategic Planning and Related Services is to provide departments with professional consulting services in maintaining their own strategic planning endeavors consistent with the countywide Strategic Plan. Under the process approved by your Board, departments conduct competitive solicitations among eligible firms and engage selected consultants via work orders.

On April 10, 2001, your Board approved and authorized this Office to sign a nonexclusive Master Agreement with 12 firms deemed qualified, based on the evaluation criteria contained in a Request for Proposals (RFP) issued in January 2001, to provide consulting in the areas of strategic planning, performance measurement, and/or customer service. In addition, your Board authorized this Office to sign a Master Agreement with additional firms during the term that met all minimum requirements and qualifications as outlined on the initial RFP.

Subsequently, on February 26, 2006, your Board authorized this Office to execute contract amendments to extend the contract term with each of the firms listed on the Master Agreement for Strategic Planning and related services through April 7, 2016. Under the delegated authority provided by your Board, this Office has executed contracts additional firms; a total of 47 firms are now on the list.

In administering the Master Agreement for Strategic Planning and Related Services under authority previously delegated by your Board, the need arises from time to time to execute routine amendments to the agreements with firms on the Master Agreement list to address such issues as name changes or relocations. We are seeking delegated authority to effect such amendments which do not affect any mandatory or otherwise Board-ordered County contract provisions.

Implementation of Strategic Plan Goals

Facilitating access to Strategic Planning and related services consultants is consistent with Goal 3: Organizational Effectiveness, and supports pursuit of all Strategic Plan Goals.

FISCAL IMPACT/FINANCING

There is no direct fiscal impact resulting from this action. Consistent with the procedures originally approved by your Board, County departments access Master Agreement consultants via work orders within their budgeted resources.

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FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The CEO is designated as the Program Administrator for the Master Agreement for Strategic Planning and Related Services. As such, the CEO is responsible for ensuring that the objectives of the Master Agreement are met and for overseeing County and contractor compliance with the Master Agreement.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these recommendations will ensure uninterrupted and expedited access to these consulting services by County departments.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a stylized flourish at the end.

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:ES
MKZ:pg

c: County Counsel
Acting Director of Internal Services